



# **Personnel Defense Property Accountability System (DPAS) Warehousing Application**

United States Marine Corps  
Individual Issue and Unit Issue Facility  
(IIF and UIF)

Implementation Training Course

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# Purpose

- To provide the capability to add, delete and delete personnel information.



# Background

- The addition of personnel information includes: job title and contact information (i.e. phone number and email).
- Cost Center information can also be associated, which allows the assignment of specific tasks to individual workforce Members.

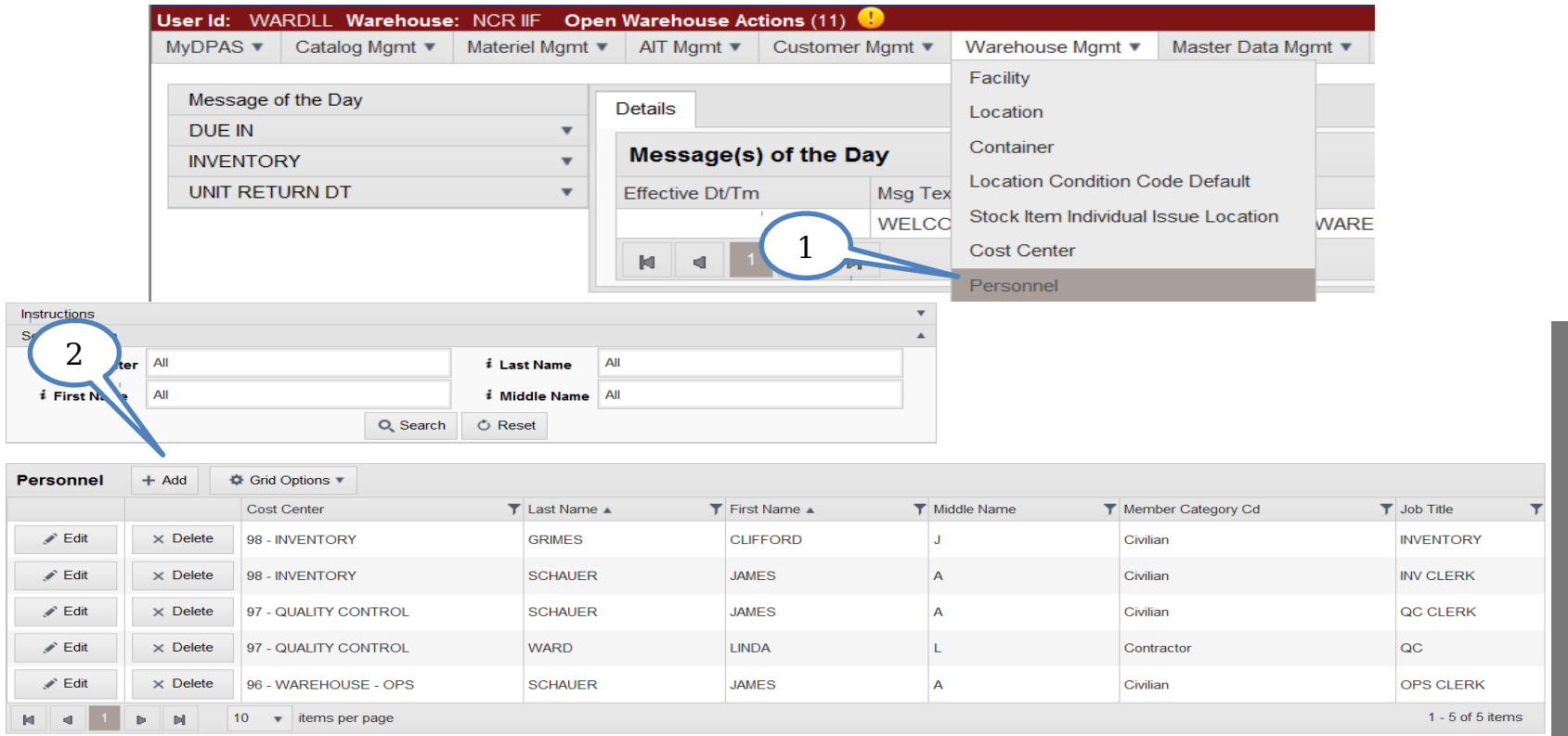


# Situation

You are the Site Manager at the IIF.  
You need to make an update to  
the personnel file due to the  
addition of a new employ



# Personnel



User Id: WARDLL Warehouse: NCR IIF Open Warehouse Actions (11)

MyDPAS Catalog Mgmt Materiel Mgmt AIT Mgmt Customer Mgmt Warehouse Mgmt Master Data Mgmt

Message of the Day

DUE IN

INVENTORY

UNIT RETURN DT

Details

Message(s) of the Day

Effective Dt/Tm

Msg Text

WELCC

1

2

Instructions

Search

Reset

Personnel

+ Add

Grid Options

|             | Cost Center          | Last Name | First Name | Middle Name | Member Category Cd | Job Title |
|-------------|----------------------|-----------|------------|-------------|--------------------|-----------|
| Edit Delete | 98 - INVENTORY       | GRIMES    | CLIFFORD   | J           | Civilian           | INVENTORY |
| Edit Delete | 98 - INVENTORY       | SCHAUER   | JAMES      | A           | Civilian           | INV CLERK |
| Edit Delete | 97 - QUALITY CONTROL | SCHAUER   | JAMES      | A           | Civilian           | QC CLERK  |
| Edit Delete | 97 - QUALITY CONTROL | WARD      | LINDA      | L           | Contractor         | QC        |
| Edit Delete | 96 - WAREHOUSE - OPS | SCHAUER   | JAMES      | A           | Civilian           | OPS CLERK |

10 items per page

1 - 5 of 5 items

Navigate to Warehouse Mgmt then:

(1) Click Personnel, the Personnel page displays.

(2) Click **+ Add** to add personnel to the warehouse cost centers to assign work details

# Personnel

**Add Personnel**

Instructions

Personnel

Cost Center

DPAS User ☐

\* Cost Center

Select an Item

\* First Name

\* Member Category Cd

Select an Item

DSN Nbr

Mobile Phone Nbr

\* Last Name

Middle Name

\* Job Title

Email Address

Phone Nbr

Add / Edit Remarks

✓ Add ✕ Cancel

**User Browse**

Instructions

Search Criteria

User Id:

First Name:

Last Name:


Middle Initial:

🔍 Search ⌂ Reset ✕ Cancel

**User Browse** ⚙️ Grid Options ▼

| Select | User Id ▲ | Last Name ▼ | First Name ▼ | Middle Name ▼ |
|--------|-----------|-------------|--------------|---------------|
| Select | AHUMES    | HUMES       | ALONZO       |               |
| Select | BOOCKB    | BOOCK       | BRETT        |               |
| Select | BREBOK    | REBOK       | BRYAN        | P             |
| Select | BWILSON   | WILSON      | BILLY        | W             |
| Select | CGRIMES   | GRIMES      | CLIFFORD     | J             |
| Select | CMARVIN   | MARVIN      | CYNTHIA      | B             |
| Select | CRAVEYDM  | CRAVEY      | DAVID        | M             |
| Select | CROBINSON | ROBINSON    | CHAD         | H             |
| Select | CWEBB     | WEBB        | CHARLES      | W             |
| Select | DALBRIGHT | ALBRIGHT    | DOUG         |               |

⏮ ⏪ 1 2 3 4 5 ⏩ ⏭ 10 items per page 1 - 10 of 50 items

(3) Click the **DPAS User**  to open the **User Browse window** to select personnel from the list, or enter personnel information.

(4) Upon opening the browser, click on **Select** next to the personnel name.

# Personnel

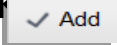
The screenshot shows the 'Add Personnel' form. Callout 5 points to the 'Cost Center' dropdown menu, which is currently set to '96 - WAREHOUSE - OPS'. Callout 6 points to the 'Add' button at the bottom left of the form. The form contains the following fields:

- Cost Center**: 96 - WAREHOUSE - OPS
- DPAS User**: ☒ [Browse for a DPAS User...](#)
- \* Cost Center**: 96 - WAREHOUSE - OPS
- \* First Name**: ALONZO
- \* Member Category Cd**: 8 - Contractor
- DSN Nbr**:
- Mobile Phone Nbr**:
- \* Last Name**: HUMES
- Middle Name**:
- \* Job Title**: Site Mgr
- Email Address**: AHUMES@LIONPROTECTS.COM
- Phone Nbr**:

Buttons:

| Personnel   |   |  Add |  Grid Options ▾ |             |              |               |                      |             |
|---|---|---|--|-------------|--------------|---------------|----------------------|-------------|
|   |   |   | Cost Center ▾  | Last Name ▲ | First Name ▲ | Middle Name ▾ | Member Category Cd ▾ | Job Title ▾ |
|  |  |   | 96 - WAREHOUSE - OPS   | HUMES       | ALONZO       |               | Contractor           | SITE MGR    |
|  |  |   | 98 - INVENTORY   | GRIMES      | CLIFFORD     | J             | Civilian             | INVENTORY   |

(5) Enter the required personnel's information that did not auto populate; use the  to select information.

(6) Click  to save information. The personnel is added, it is displayed in green on the Personnel page



Questions?